

## HELPFUL HIRING HINTS

### *Most Common Reasons for Not*

### *Moving Forward in the SCHP Application Process*

- **Incomplete State Application**

**Tip:** Please be very thorough and take your time filling out every single question on application. Pay very close attention to detail. If your state application is missing dates, phone numbers, full addresses for references, or if it has unexplained gaps/dates in employment periods it will not move forward in the process. **(Adding a resume does not take the place of a complete application. An incomplete state application with a detailed resume attached is not satisfactory)** **YES:** You must list ALL Employment History.

- **Spelling and Grammar**

**Tip:** An application riddled with misspellings and grammar errors may not move forward in the employment process. (Proof read your application before submitting/Keep Copy!)

- **Inability to Contact Prior Employers**

**Tip:** In order to obtain a position as a State Trooper, we must conduct a thorough background investigation which includes contacting ALL of your former and, at the appropriate time, yes, your current employers. If you answer “No” on your state application to the question(s) “May we contact this employer?” we cannot perform a background investigation, and your application won’t move forward in the process.

- **Work & Education History**

**Tip:** If you fail to disclose a past employer and one is discovered during your background investigation or polygraph, or if you have been terminated or forced to resign from any position in lieu of a termination at any time and you do not disclose this, it is considered a **falsification of your application**. This will lead to your application not moving forward in the process. **(Be 100% honest while filling out State and Supplemental Applications).** List ALL of your education history starting with your High School/GED information (Dates, Name.....etc) and ALL Employment History.

**(If you have been terminated from any employment, at any time, be honest and list it. A prior employment termination DOES NOT exclude you from employment with the SCHP, but not being honest about it does!)**

- **Receipt of Your Supplemental Application and Requirements**

**Tip:** This is a very time sensitive process. The website shows all of the requirements you will need to submit once you receive your Supplemental Application via e-mail. If the SCHP Employment Unit sends you a Supplemental Application and list of requirements and you do not return it with due diligence, this could lead to your application not moving forward in the process. You may submit your Supplemental Application without the college transcripts as we understand these can take weeks to obtain. Send supplement in and requirements, then send transcripts later once you receive them.

- **Drug Use and Criminal History**

**Tip:** Please fully familiarize yourself with our minimum requirements for employment. (Answer all drug questions and all criminal history questions honestly. Falsifications discovered on any of these questions will lead to the termination of your employment process.) Be 100% honest while filling out both State and Supplemental Applications.

- **Physical Fitness Test (PT) Failures**

**Tip:** On average, 40% (almost half) of the applicants who make it to PT testing phase **FAIL their PT test**. This is only due to lack of preparation. Physical fitness is paramount for State Troopers. If your desire is truly to be a State Trooper **start physically training NOW**. Due to the time sensitive nature of this process, you may only receive a week or sometimes less notice to report for your employment PT test. **Be physically ready!**

- **Check Your E-Mail's "Junk Box or Spam Folder"**

**Tip:** We are discovering that more and more of our e-mails to applicants that include applications, appointments, forms...etc are ending up in these "Junk/Spam folders and applicants are missing important information from the SCHP. (Constantly check your e-mail and these folders also to ensure you don't miss anything.)

**Continued on Next Page**

- **Hiring Process Time Line and Rejection Criteria**

The SCHP Employment process generally takes approximately eight (8) to twelve (12) weeks. Hiring cycles generally coincide with the next available patrol class scheduled. If you are not selected for a class, you may generally be able to apply during the next hiring cycle for the next class unless your rejection was based on one of the following factors:

1. **ANY Falsification of application discovered during process:** Applicants will be ineligible to re-apply for 2 years from date on rejection letter.
2. **Two (2) Physical Fitness (PT) test failures within a twelve (12) month period:** Applicants will be ineligible to re-apply for 1 year from date on rejection letter.
3. **Two (2) Written Examination test failures within a twelve (12) month period:** Applicants will be ineligible to re-apply for 1 year from date on rejection letter.
4. **Non-Selection by the Selection Review Interview Board:** Applicants who fail to get the minimum required votes to continue in the process during their interview will be ineligible to re-apply for 2 years from date on rejection letter.

The employment process to become a State Trooper is one of the most rigorous and challenging employment processes in law enforcement. It all begins with your online State Application, it is the root of the process and all of the remaining steps that follow will be based from it. Meticulous attention to detail, **accuracy, and honesty** will ensure you move forward in this process. If you have any questions prior to filling out your State Application online, please contact the SCHP Recruiter through e-mail at:

[schprecruiter@scdps.gov](mailto:schprecruiter@scdps.gov)

## South Carolina State Trooper

